

STATINTL

Approved For Release 2000/09/08 : CIA-RDP80-00832A000300040004-6

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Summary and Recommendation for the Chairman

SUGGESTION NO. 60-501: dated April 14, 1960
[REDACTED], GS-13, Ops Officer
NE, DD/P

STATINTL

A. Summary of Suggestion

The suggester designed an administrative aid for evacuation purposes. He proposed the conversion of existing metal 3x5 card trays to self-contained evacuation containers by the following steps:

- (1) removal of legs from four such trays
- (2) electrically weld together in groups of two
- (3) weld three hinges between the two sets
- (4) weld two hasps to the exterior of the two sets
- (5) spray-paint the finished product

B. Summary of Evaluations

OS stated that the theory of the suggestion appears to be sound and an improvement over the present method of preparing the cards for emergency pouching. Although there are several drawbacks to the proposal as a universal procedure, it would undoubtedly have considerable merit in select stations and bases and should by all means be implemented if an individual chief of a respective unit considers it to be to an advantage of the organization to do.

DD/P/RMO's remarks were in accord with OS views. Recent contact with the suggester disclosed that he had experienced two evacuations and was anticipating a third. He constructed the trays for use, not for a suggestion. The idea that it might be useful to other field stations came later.

C. Recommendation of the Executive Secretary

1. Not in line of duty
2. Certificate of Appreciation for his "ingenuity in developing a device for field evacuation of records."

D. Decision of the Chairman

[REDACTED]

Acting Chairman
Suggestion Awards Committee

C of A.
Award

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Summary and Recommendation for the Chairman

SUGGESTION NO. 61-411: dated 30 March 1961

[REDACTED] GS-7, Analyst
RI, DD/P

STATINTL

A. Summary of Suggestion

Suggester proposed a rearrangement of the format of Form 362 "Name Check, Document Service, and Partial Consolidation Request" to include perforation below the routing section. The revision would eliminate the need for manually cutting and taping the lower and upper portions of the form.

B. Summary of Evaluation

Chief, RID noted that RID no longer files any part of this form in the dossier. However, the suggestion stimulated a review of present methods which resulted in procedural changes. These changes eliminated the need for cutting and taping the form each time a consolidation of files is effected. RID estimated that three minutes will be saved for each of the 5,400 consolidations effected per year or a savings of approximately \$700.00 annually.

C. Recommendation of the Executive Secretary

1. Not in line of duty.
2. Certificate of Appreciation.

D. Decision of the Chairman

[REDACTED]

Acting Chairman
Suggestion Awards Committee

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----- C. G. A. -----
Award

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Summary and Recommendation for the Chairman

SUGGESTION NO. 61-456: dated 1 May 1961
[REDACTED], GS-11, CE Officer STATINTL
FE, DD/P

A. Summary of Suggestion

Suggester proposed the establishment of the following safety measures in locations having teletype machines:

1. That officers checking teletype traffic over the week-end or at night (usually senior division personnel), be instructed on the technique of clearing a jammed machine and replacing an exhausted paper roll.
2. That building guards be instructed to periodically check the machines and advised to turn-off the equipment if it is found to be jammed, off the track, or out of paper.
3. That a fire extinguisher, suitable for use with electrical equipment, be placed in each Agency teletype room.

B. Summary of Evaluation

The Acting Chief, Physical Security Division agreed with the suggestion. A survey was made of the teletype machines and their locations. A Notice was sent to all teletype rooms. The Guards will be briefed in the near future by the CIA Safety Officer.

C. Recommendation of the Executive Secretary

1. Not in line of duty.
2. A \$25.00 Award based on Intangible Benefits (SLIGHT-LIMITED).

D. Decision of the Chairman

[REDACTED]
Acting Chairman
Suggestion Awards Committee

----- \$ 25.00
Award

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Summary and Recommendation for the Chairman

SUGGESTION NO. 61-544: dated 22 June 1961
[REDACTED], GS-5, Intell Asst. STATINTL
WE-1, DD/P

A. Summary of Suggestion

Suggester proposed that 201 machine listings be released from RID to the Area Divisions without binding with stiff paper back covers. The area desk could then unstaple the old folder and insert the new machine run. The covers last approximately two years.

B. Summary of Evaluation

Chief, RID stated that re-use of the covers was discussed at the time the machine listing programs were first initiated. At that time it was informally agreed that covers would be returned to Services Branch for re-use. This method of return did not prove entirely successful. Chief, RID agreed a savings of \$1,390.50 in RID could result upon adoption of suggestion.

[REDACTED] Coordinator for DD/P recommended rejection STATINTL of the basic proposal but arranged to have RID place a sticker on each cover reading: "Please return cover to RID Services Branch when no longer needed."

SAS Comment. The suggestion "triggered" improvement, some savings will certainly be realized.

C. Recommendation of the Executive Secretary

1. Not in the line of duty.
2. An Award of \$20.00 SLIGHT Degree of Benefit and LIMITED application.

D. Decision of the Chairman

[REDACTED]

Acting Chairman
Suggestion Awards Committee

STATINTL

----- \$ 20.00
Award

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Summary and Recommendation for the Chairman

SUGGESTION NO. 61-549: dated 29 June 1961

[REDACTED], GS-9, Supervisor
AF, DD/P

STATINTL

A. Summary of Suggestion

Suggester proposed a simpler method of destroying the pre-printed cover sheets in RID, DD/P. The essence of his idea was to have check off lists made in order to destroy all the unused pre-numbered routing sheets.

B. Summary of Evaluation

RID studied the problem, did not accept any part of this suggestion, but did institute a change as a result of this study.

Beginning in January all the pre-numbered cover sheets which have not been used will be destroyed. NO CHECK WILL BE MADE. If a numbered document comes in for which there is no cover sheet, a telephone call to check the abstract will establish the fact that the pre-numbered router was destroyed.

This saves an extensive search each month, calculating some 18 hours savings a year or about \$40.00 in tangible savings. (Therefore not eligible for a cash award.)

C. Recommendation of the Executive Secretary

1. Certificate of Appreciation

D. Decision of the Chairman

[REDACTED]
Acting Chairman
Suggestion Awards Committee

C. G. A.
Award

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Summary and Recommendation for the Chairman

SUGGESTION NO. 62-43: dated 3 August 1961

[REDACTED] GS-11, Industrial Analyst STATINTL
OCR, DD/I

A. Summary of Suggestion:

Present Method

Suggester states that in the Industrial Register files there is no way of ascertaining whether the file on a town contains new or old information without a hand search of the file.

Proposal

That a status symbol "1" be used in the status column to indicate which town files contain information of the last five years, and that a status symbol "9" be used to indicate town files containing only information dating back five years or more.

Advantages

On requests for late information, it would be necessary to only pull those files carrying a "9" status. Also, the status of a town would be considered when processing material for the town file.

B. Summary of Evaluation

Chief, Industrial Register, OCR states that the work involved in establishing and maintaining the symbol is not balanced by the benefits expected from it. Most researchers will call for Town Folders regardless of status symbol. Deputy Assistant Director, OCR [REDACTED] states that although not recommended for adoption, the suggestion stimulated an improvement through the cessation of one procedural step.

C. Recommendation of the Executive Secretary

1. Not in the line of duty. (Suggester is an analyst. Changes in the Industrial Register are described on a higher level by a Senior Committee.)

2. Certificate of Appreciation.

D. Decision of the Chairman

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Summary and Recommendation for the Chairman

SUGGESTION NO. 62-48: dated 4 April 1961

GS-5, Clerk Typist
M. GS-7, Admin. Ass't. STATINTL

OCR, DD/I

A. Summary of Suggestion

The suggesters proposed that all multi-copy forms requiring typing on both sides be pre-assembled with the correct amount of copies using both NCR (no carbon required) paper and one time snap-out carbons.

The advantages include both time and supplies. The suggested set would eliminate the time consumed in counting the sheets necessary for a set, or the time required to insert and re-insert carbons plus the time for aligning individual sheets. The set would improve the appearance of the finished product because pre-alignment would insure typing within designated spaces on each copy and would reduce the amount of re-usable carbon paper needed by an office.

B. Summary of Evaluation

It would be impossible to determine, without endless surveys and procedural studies, which Agency forms should incorporate the features proposed in this suggestion. This matter will be taken into consideration by the Forms Branch, Records Administration Staff when printed on both sides, is developed, or revised.

Chief, Records Administration Officer rated this suggestion SLIGHT/LOCAL. This represents a minor break-through in forms management techniques.

C. Recommendation of the Executive Secretary

1. Not in the line of duty.
2. An Award of \$50.00 divided equally between the Suggesters.
3. Referral to Civil Service Commission and Government Agencies having a large scale forms program.

D. Decision of the Chairman

Acting Chairman
Suggestion Awards Committee

-----\$50.00
Award

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Summary and Recommendation for the Chairman

SUGGESTION NO. 62-56: dated 20 June 1961

FE, DD/P

GS-7, Ass'T Chief, Stock Control STATINTL

A. Summary of Suggestion

Suggester designed a form for use in the field accounting system. The purpose is to transfer Memo Receipt Property from one account to another under the same Finance Officer and the same cost code. There would be one form instead of two, three signatures required instead of seven, three units involved instead of four. Records will show a more accurate dollar value of supplies issued and received. Typing, posting and filing time would be cut in half.

B. Summary of Evaluation

Office of Logistics states that the principles of the procedures advocated by the suggester are not new and have been employed in various ways by many field installations for many years. However, receipt of the suggestion has resulted in consideration of the procedural details for inclusion in the forthcoming revision to the Field Supply Procedures.

C. Recommendation of the Executive Secretary

1. Not in the line of duty.
2. Certificate of Appreciation.

D. Decision of the Chairman

[Redacted Signature]

Acting Chairman
Suggestion Awards Committee

C. G. A.
Award

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Summary and Recommendation for the Chairman

SUGGESTION NO. 62-104: dated 22 September 1961

[REDACTED], GS-3, Clerk Typist STATINTL
OTR, DD/S

A. Summary of Suggestion

Suggester proposed that the Agency Shuttle Bus schedule cards be improved by inserting either a horizontal line or space between every third or fourth line.

B. Summary of Evaluation

It is planned to republish the schedule when the move to the new building is completed and to include the suggested improvement in the schedule at that time.

C. Recommendation of the Executive Secretary

1. Not in line of duty.
2. Certificate of Appreciation.

D. Decision of the Chairman

[REDACTED]
Acting Chairman
Suggestion Awards Committee

----- C 7 A
Award

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